

**UNITED STATES DISTRICT AND BANKRUPTCY COURT
FOR THE DISTRICT OF IDAHO**

James A. McClure Federal Building and U.S. Courthouse
MSC # 039, 550 W. Fort Street
Boise, Idaho 83724
TEL 208-334-1373
FAX (208) 334-9362
Cam_Burke@id.uscourts.gov



Cameron S. Burke
Court Executive/Clerk of Court

April 9, 2004

UPDATED MEMORANDUM

TO: Members of the Media, Bar and Public

FROM: Cameron Burke, Court Executive

SUBJECT: Case Number 03-48, United States of America v. Al-Hussayen

By Order of the Court, the following procedures are provided for your information.

Building Security Everyone entering the parking area of the James A. McClure Federal Building and U.S. Courthouse must have photo identification. Everyone must pass through and clear a metal detector. Knives (including pocket knives), scissors, mace, and weapons of any kind are not allowed in the building or on federal government property. If you have boxes or other materials which you are bringing into the building, please allow extra time to pass through the magnetometer equipment.

Clerk's Office Hours - General Information The Clerk's office is located on the 4th floor, room 400. The Office is open from 8:00 a.m. to 5:00 p.m. The Clerk of Court's telephone number is 208-334-1361.

Time of Trial Trial will be held Monday through Thursday from 9:00 a.m to noon and 1:30 p.m. to 4:00 p.m., with a 15 minute break in both the morning and afternoon.

Courtroom The trial will be conducted in courtroom # 2 which is located on the 6th floor of the Courthouse.

Courtroom Decorum Proper attire is required in the courtrooms. (e.g. no hats are permitted). Newspapers, food and drink are not allowed in the courtrooms.

Media Communications with the Court Besty Russell, Spokesman Review, has been designated as the media representative for this case. Should there be a need to contact the Court on any issues pertaining to or affecting the media as a whole, please coordinate the contact through Besty Russell. Her

telephone number is 336-2854. All calls from the media representative should be directed to Cameron Burke, the Court Executive, 208-334-1373.

Copies of legal documents

All copies of the pleadings in this case shall be obtained through the Court's Internet site @ www.id.uscourts.gov. To access the case, click on "civil/criminal case files", enter case number 03-48 and simply print the documents you need. For printing remotely, you must have an Internet browser and software for viewing PDF (portable document format) image files.

Copies of Exhibits

To avoid administrative burdens on the Court, counsel are directed to provide one copy of any evidence admitted for use by the media. The Court reserves the right to deny access to sealed documents or particular exhibits if the Court determines that there is a legitimate factual basis placing the defendant's right to a fair trial in jeopardy or for any other good cause shown. All copies furnished by counsel shall be delivered to Carol Vaughn, courtroom deputy for Judge Lodge, who will provide these to the media representative at the end of each day. Carol can be reached at 334-9022. The media representative will be responsible for distributing the copy to other media personnel.

Media Identification

Members of the media will be required to present identification and press credentials approved by the U.S. Marshal Service (334-1298), in order to sit in the media section and to use the media room.

Media Room

The Media room is located on the 6th floor, room 687. The designated media representative will be responsible for the installation of telephones, fax, data lines or copy equipment and shall arrange payments for these services. This room may only be used during regular courthouse hours - between 8:00 a.m. - 5:00 p.m.

Media Seating

The media will be seated in the first row behind the bar of the court. All seats will be occupied on the basis of first come, first serve. No seating will be available before 8:30 a.m. on the morning of trial. The public may be seated in any unused seats reserved for the media.

Public Seating

All courtroom seating will be available for all members of the public on the basis of first come, first serve. No seating will be available before 8:30 am on the morning of trial. All members of the public and media must be seated prior to the beginning of the court session. In the event someone leaves the courtroom, the next person in line will occupy the vacant seat. Two lines will be formed--one for the media and one for the public. Spectators will not be allowed to remain over the lunch break.

In order to prevent disruption to court proceedings, entry into and exit from the courtroom will be kept to a minimum. Normally, this would occur while the court is in recess.

Since seating will be tight, you are encouraged to leave brief cases, backpacks and large handbags in your car or office.

Parking Public parking is available in the far north side of the parking lot. People will be directed to the appropriate spaces by the Federal Protective Service. The location of media vans used for broadcast purposes shall be arranged in advance through the Federal Protective Service, by calling Terry Martin, 334-9374.

No Cameras, or Recording Devices The public should familiarize themselves with the Local Rules. Pursuant to District Court Local Rule 83.1, all recording devices and cameras are prohibited from the courtroom and its environs. For purposes of this trial, "environs" includes the entire federal building.

All pagers and cellular telephones must be turned off in the courtroom. Local Criminal Rule 57.1 governs release of information by attorneys in criminal cases.

Interviews In order to assure safety when entering and existing the U.S. Courthouse, any interviews must be conducted at least 50 feet from the front entrance of the U.S. Courthouse.

Equipment in Courtroom Personal/notebook computers will not be allowed in the courtroom (except for the litigants).

Transcripts Transcripts of court proceedings may be purchased from Judge Lodge's court reporter, Lisa Erstad Yant. Her telephone number is 208-334-9721.

Sketch Artists Courtroom artists and others are prohibited from drawing detailed sketches of jurors. Silhouettes with no distinguishing features may be done of jurors.